



NEA FINAL REPORT

(For a FY11 or earlier grant)

Date:

To: Final Reports Team
NEA Grants & Contracts Office

Fax: (202) 682-5609 or -5610

From:

Phone:

Email:

Grant Number:

My completed final report package includes:

By fax (attached here):

- ☐ Final Descriptive Report, parts I and II
- ☐ Federal Financial Report
- ☐ Payment Request, if funds remain

Online:

- ☐ Final Descriptive Report, part III (Geographic Location of Project Activity)

Shipped to Grants Office:

- ☐ Any required work product

(Optional support materials, such as articles and lesson plans, may be faxed or shipped.)

Notes:

My Grant At A Glance. You can go online to check your final report due date and verify NEA receipt of payment requests and reports. To access basic information about your grant, go to www.arts.gov/mygrant and enter your 10-digit grant number. If you do not see a report marked received within 3 work days of submission, please contact us to ensure it arrived.